

## Real Estate Corporation License Endorsement Checklist

It is strongly recommended that you obtain a copy of your CalBRE public license printout as you are undergoing this process. Your Company NMLS record should match the information on file with CalBRE. Click on the link to obtain your CalBRE public license printout:

<http://www2.dre.ca.gov/PublicASP/pplinfo.asp>.

**ALERT!** For CalBRE licensees who are completing an MU1 or MU4 filing, **DO NOT** select more than one license type per MU1 or MU4 filing. If you select more than one license type, you **will** incur additional fees that will **NOT BE REFUNDED!** After the initial selection **DO NOT** select the “Add” button located at the bottom of the page in the License/Registration Information screen. Please scroll down and select “Next” to continue to complete the filing.

1. Corporations must file an application in the NMLS to obtain a MLO license endorsement. The designated broker/officer must electronically submit Forms MU1 (on behalf of the corporation) and Form MU4 (as an INDIVIDUAL) through NMLS. Form MU1 should be completed listing the corporation name as the company name as shown on CalBRE records. Further information can be found at the following links: [NMLS Resource Center](#)
2. The designated broker/officer must have an approved MLO endorsement (MU4) before the corporation endorsement will be approved.
3. The designated broker/officer must list on the MU1 filing, each additional licensed officer and any control person(s) (Form MU2 filings) for the corporation.
4. **Each additional licensed broker/officer must complete and file a Form MU4 (as an individual broker) but should NOT create another MU1 filing for the corporation.**
5. Control persons, such as non-licensed officers or stockholders owning 10% or more of corporate stock, who are not licensed with CalBRE need only establish an individual account with NMLS, but do not need to create an MU4 filing. There is no fee for this registration.
6. If MLO activities are performed at a branch office, the corporation must have a branch office license on file with the Bureau, and must file Form MU3. A quick guide on this process can be found at the following link: [NMLS Quick Guides](#)
7. All licensed broker officers of a licensed corporation who intend to perform MLO activities on behalf of the corporation, will need to [create a company relationship](#) and [request a sponsorship](#) from the corporation.
8. Real estate corporations who employ salesperson(s) need to have the salesperson(s) properly affiliated with them on CalBRE records. Also, each salesperson who intends to perform MLO activities must file Form MU4 to obtain a MLO license endorsement. After the MU4 is filed, the corporation will need [create a company relationship](#) and any salesperson(s) must [request a sponsorship](#) from the corporation before the individual MU4 license endorsement will be approved by CalBRE.

9. Broker-associates who intend to perform MLO activities in the employ of a corporation under a broker-salesperson agreement must be separately authorized to conduct those activities through the NMLS by filing Form MU4. After the MU4 is submitted, the corporation will need to [create a company relationship](#) and the broker associate must [request a sponsorship](#) from the employing corporation.
10. The designated broker/officer must be listed as the “Qualifying Individual” on Form MU1. The Qualifying Individual’s business address must match the address listed as the “Main Address” on Form MU1 and the main office address as filed with CalBRE.
11. The Resident/Registered Agent section of the MU1 form should be completed with the information as on file with California Secretary of State.
12. If the corporation uses DBA(s) for mortgage loan origination activities, the DBA(s) must be listed on the corporation real estate license and must be listed in the “Other Trade Names” section of Form MU1.
13. The designated broker/officer must be the individual attesting to the MU1 filing.
14. A license endorsement which is issued before October 31, will be valid through December 31, and will need to be renewed annually thereafter, if desired. A license endorsement which is issued on or after November 1 will be valid through December 31, of the following year. CalBRE will review filings, required documents, and communicate with the corporation through NMLS.
15. FEES- Fees are collected through NMLS and are NOT REFUNDABLE: Refer to the [Real Estate MLO License Endorsement Fee Summary](#).

#### Additional Help-

For questions regarding MLO license endorsement requirements, fees, which NMLS form to file, or application requirements, call the CalBRE Licensing Section at (877) 373-4542.

For questions regarding the electronic filing process, including navigation issues, contact the NMLS call center at (855) 665-7123.